



"People  
helping people  
help  
themselves"

Joseph E. Kernan, Governor  
State of Indiana

*Division of Family and Children*  
*Bureau of Child Development*  
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INDIANAPOLIS, IN 46204-2739

## Memorandum

**Date:** August 16, 2004  
**To:** Specialist Level Service Coordinators and SC Supervisors  
**From:** The Bureau of Child Development (BCD), First Steps Team  
**Re:** **Proposed Supervision Changes**

Recently, a group of stakeholders met to review the Service Coordinator (SC) proposals previously posted on the First Steps website. The stakeholder group made the following recommendations based on the comments submitted via the web:

- To better create consistent policies and procedures across the State, **it is proposed that all SC Supervisors and SC Regional Points of Contact (SC-RPC) obtain the same core training and utilize the same documentation procedures regarding the supervision process.**
- At the present time, the BCD does not require newly enrolled SC Specialists with case management experience to be supervised. However, SC Specialists who do not have case management experience are required to be supervised for one consecutive year. After one year of supervision, the SC Specialist is no longer required to maintain a supervisor. **It is proposed that all SC Specialists, with and without case management experience, obtain a supervisor for a period of one year. After 12 consecutive months of supervision, the SC Specialist may apply to the BCD to request removal of the supervision requirement. This proposal would only apply to SC Specialists enrolling on or after October 1, 2004.**

Please forward your comments regarding the two proposals by emailing:  
[FirstStepsweb@fssa.state.in.us](mailto:FirstStepsweb@fssa.state.in.us)

**The comment period for the two proposals will end 30 days after the posting date.**